



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
47123 BUSE ROAD, UNIT # IPT  
PATUXENT RIVER, MD 20670-1547

IN REPLY REFER TO

NAVAIRINST 4920.3  
AIR-1.4  
30 Sep 98

NAVAIR INSTRUCTION 4920.3

From: Commander, Naval Air Systems Command

Subj: FOREIGN MILITARY SALES (FMS) TIMEKEEPING PROCEDURES

Ref: (a) DoD 7000.14R, Volume 15, dtd 18 Mar 93

- Encl: (1) Policies and Procedures for Preparing and Submitting FMS Timesheets  
(2) Guidance for Reporting FMS Admin-Funded Hours  
(3) Guidance for Reporting FMS Case-Funded Hours  
(4) Guidance for Non-FMS Hours  
(5) Codes for Leave Hours  
(6) FMS Core Functions Definitions  
(7) FMS Admin/Case Salary Billing Timeline  
(8) Instructions for Completion of a NAVAIR FMS Timesheet  
(NAVAIR 4920/2, (Jun 98))  
(9) Change for FMS Case Bill

1. Purpose. To establish automated procedures and assign responsibilities for reporting time worked on Foreign Military Sales (FMS) programs by personnel within the Naval Air Systems Command Headquarters (NAVAIRHQ).

2. Cancellation. This instruction cancels NAVAIR Instruction 4920.2 of 9 July 1991.

3. Scope. This instruction applies to all personnel who work for the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) or a naval aviation Program Executive Officer (PEO), and devote all or a portion of their time to Naval Air Systems Command (NAVAIR) FMS programs.

4. Information. It is incumbent upon all NAVAIRHQ personnel supporting FMS programs to submit FMS timesheets following the guidance provided by this instruction and enclosures (1) through (9) to ensure that the NAVAIR Operation & Maintenance, Navy (O&M,N) account is fully reimbursed. Additional guidance on FMS timekeeping issues can be found in reference (a).

5. Definitions

- a. Full-time FMS personnel are defined as personnel who, on an annual basis, spend 90 percent or more of their time on FMS matters, and therefore, have been

30 Sep 98

designated as "full-time" FMS personnel by NAVAIRHQ International Programs Department (AIR-1.4) and NAVAIRHQ Operations and Manpower Budget Branch (AIR-7.6.1.3).

b. Part-time FMS personnel are defined as personnel whose time is divided between FMS and United States (U.S.) Navy efforts but who spend less than 90 percent of their time on FMS matters.

c. Leave Status Codes. See enclosure (5).

d. FMS Administrative (Admin) Core Functions. See enclosure (6).

6. Responsibilities

a. AIR-1.4, as the NAVAIR Case Administering Office for FMS related matters (assigned and discussed in NAVAIRINST 4920.1F), will:

- (1) verify the propriety of FMS personnel charges;
- (2) control reallocation of FMS Admin funding resources as necessary;
- (3) conduct informal reviews of full-time NAVAIR FMS timesheets and competency groups/organizations performing FMS tasks;
- (4) coordinate approval of full-time FMS billets and updating the FMS full-time on-board database;
- (5) resolve any policy or procedural conflicts or problems relating to NAVAIR FMS timekeeping procedures;
- (6) enforce NAVAIR FMS timekeeping practices;
- (7) revise this directive as needed;
- (8) resolve reimbursement discrepancies; and
- (9) update the FMS Timekeeping System for active/chargeable FMS cases and action points of contact.

b. NAVAIRHQ Department Heads will:

(1) Ensure that their personnel submit electronic FMS timesheets within three working days after the reporting period. Assign a competency group/organization point of contact to be responsible for submitting electronic FMS timesheets for hours spent by part-time FMS employees. Accurate reporting requires a thorough knowledge of :

(a) the difference between full-time and part-time FMS personnel and how to identify the category to which they belong;

(b) differences between case-chargeable and Admin-chargeable FMS work;

(c) when not to report hours worked on FMS efforts (see enclosure (4));

(d) when to report/not to report leave, holiday, and training hours; and

(e) how to report FMS hours worked including hours split between various FMS programs (FMS case, FMS Admin, and Foreign Military Financing Program (FMFP) including credits and non-repayable loans).

(2) Request, from AIR-1.4, by memo with justifying workload data, full-time FMS designation of personnel.

(3) Ensure that all FMS personnel, assigned to their department, have read and become familiar with the contents of this instruction. Questions on instruction content may be directed to AIR-1.4.7.

c. Strategic Resource Management Support (AIR-7.1.1) will:

(1) maintain FMS Timekeeping System database;

(2) become responsible for FMS Timekeeping System reporting requirements;

(3) generate FMS Admin/Case billings;

(4) ensure FMS Admin and Case reimbursements are collected; and

(5) become responsible for FMS Timekeeping System design and documentation.

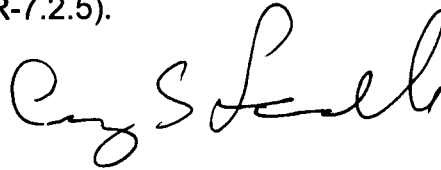
NAVAIRINST 4920.3

30 Sep 98

d. Comptroller and Financial Management Department (AIR-7.6.1.3) will coordinate FMS Admin billing.

e. Comptroller and Financial Management Department (AIR-7.6.2.2) will follow enclosure (7), receiving and posting the quarterly salary FMS Case bill. If problems with posting the bill occur, contact AIR-1.4 for resolution. Upon completion, AIR-7.6.2.2 will certify and forward the bill to Defense Finance Accounting Service (DFAS), Denver.

f. Forms. NAVAIR FMS Timesheets (NAVAIR 4920/2 (Jun 98)) are available from the NAVAIRHQ Forms Stock Room (AIR-7.2.5).



CRAIG E. STEIDLE  
Acting

Distribution: FKA1A (established quantity); others 2 copies  
SNDL: A1J1A, A1J1B, A1J1C, FKA1A (Deputy Commanders, Assistant Commanders, Comptroller, Command Special Assistants, Designated Program Managers, Competency Team Leaders, and Department and Division Heads); FKR; PEO(JSF)

Copy to: (2 copies each unless otherwise indicated)  
SNDL: B2A; C21 (1 copy); FKA1A (1 copy), (AIR-1.1H, AIR-1.4.7, AIR-7.1.1, AIR-7.5, AIR-7.6.1.3, AIR-7.6.2.2 (1copy), AIR-7.2.5 (5 copies), AIR-1.4 (5 copies))

Stocked: NAVAIR (AIR-7.2.5)

30 Sep 98

POLICIES AND PROCEDURES FOR PREPARING AND SUBMITTING  
FMS TIMESHEETS

1. General. In order for NAVAIR to obtain reimbursement for personnel services in support of FMS programs, all NAVAIRHQ personnel (military and civilian) devoting time to FMS efforts will report hours worked in compliance with procedures set forth in this enclosure. This requirement applies to time spent on:

a. FMS activities, whether they are Admin or Case funded. (As a result of the Fair Pricing Act of 1989, military personnel do not report/charge FMS Admin hours . . . ).

b. Traveling on temporary duty for FMS purposes.

2. Requirements for Reporting

a. Full-time Admin funded personnel charge holidays and leave to FMS Admin.

b. Full-time Case funded personnel charge holidays and leave to FMS Case(s). (If charging to multiple cases prorate leave and holiday time among the cases.)

c. Full-time Combination (Case and Admin) funded personnel charge holidays and leave to FMS Admin.

d. Part-time Personnel charge only FMS hours worked. Do not charge leave and holiday hours to FMS. Part-time personnel will report only productive FMS time actually worked to their competency group/organization point of contact. They will not report non-FMS related hours, nor will they report leave or holiday hours.

e. Full-time and part-time personnel are defined in paragraph 5 of this instruction.

f. Full-time FMS billets may, if appropriate, charge a combination of Admin, Case, and Operations and Maintenance, Navy (O&MN), depending on work performed.

3. Timesheet Preparation

a. Timesheets will be submitted electronically on NAVAIR FMS Timesheet (NAVAIR 4920/2 (Jun 98)). Two pay periods after the effective date of this instruction, only electronic timesheet submission will be accepted. All other timesheets on old formats will be returned. Enclosure (8) provides the instructions for the completion of the electronic FMS Timesheet.

Enclosure (1)

NAVAIRINST 4920.3

30 Sep 98

b. Full-time personnel will submit a timesheet for each pay period reporting FMS time worked during that period. Part-time personnel will report the hours worked in support of FMS programs to their competency group/organization point of contact for FMS Timekeeping and that person will enter the part-time hours into the FMS timekeeping system. All timesheets are due 3 working days after the reporting period to allow expeditious preparation of bills to reimburse NAVAIR O&M,N.

c. Any hours worked that can be properly charged to a specific FMS case should be charged to that case. Guidelines on the types of work that may be charged to FMS cases are set forth in enclosure (3). It is the responsibility of both the individuals working the hours and the supervisors who are monitoring the FMS timesheets to ensure that, when charging hours against FMS cases, two conditions are met. First, the case designator being charged is valid and second, the individual charging the hours is authorized by the case manager to charge their hours to that case. If the charges are deemed not valid by the case manager it is the responsibility of the employee to move the hours to another funding source using the form provided as enclosure (9), and to modify their timesheet submitted for the pay period in question. Types of work that should be charged to FMS Admin funds instead of case funds are detailed in enclosure (2). Non-FMS chargeable work that is sometimes incorrectly charged to FMS funds (Case or Admin) is described in enclosure (4).

30 Sep 98

## GUIDANCE FOR REPORTING FMS ADMIN-FUNDED HOURS

1. All hours worked by employees of NAVAIR/PEO which are spent in the performance of FMS tasks/efforts, not directly related to an implemented FMS Case, should be charged to FMS Admin. Some examples of the types of tasks or efforts included in this category are:

- a. Price and Availability (P&A) / Letter of Offer and Acceptance (LOA) preparation.
- b. Sales negotiations.
- c. Pre-case briefings.
- d. Case implementation work.
- e. Procurement preparation, negotiation, and monitoring which is difficult to identify to specific FMS case or cases.
- f. AIR-1.4 FMS Administration.
- g. Preparation of responses to action correspondence from Navy International Program Office, Defense Security Assistance Agency, DFAS, Denver, and Navy Inventory Control Point that is of a general nature.
- h. Participation in non-case / program-specific FMS meetings.
- i. Preparation of point papers of a general nature for NAVAIR/PEO management, prior to visits of foreign officials.
- j. Inspector General inspection participation.
- k. Supply Discrepancy Report Administration.
- l. Financial management efforts that cannot be tied to a specific FMS program or case.
- m. Administrative budget preparation and execution.

Enclosure (2)

30 Sep 98

GUIDANCE FOR REPORTING FMS ADMIN-FUNDED HOURS (cont'd.)

n. FMS-unique automated data processing systems and programming work not directly related to an implemented case or program.

o. Hours spent as a student at the Defense Institute of Security Assistance Management (DISAM) or attending AIR-1.4 sponsored training.

p. Supervisory/clerical time not attributable to case efforts.

q. Resolution of FMS policy issues.

2. Supervisory personnel will not be automatically chargeable to FMS Admin. Case specific work performed by supervisors will be charged to the appropriate case, following the guidance in enclosure (3).



## GUIDANCE FOR REPORTING FMS CASE-FUNDED HOURS

1. All hours worked by employees of NAVAIR/PEO which are spent in the performance of tasks or the expenditure of effort in direct support of an existing FMS case should be charged to that case. Some examples of the type of tasks or efforts included in this category are:

a. Efforts expended in support of new procurements, including:

(1) Department of Defense provided engineering services that are required to solve problems encountered during the production run and that will be allocated to FMS customers based upon the number of FMS items that are in the total production run.

(2) Program project management and procurement management office support (allocated to FMS customers on a pro rata basis) necessary for contract award and support of the procurement action performed by the contracting officer.

b. Efforts involving any deviations from U.S. Government configurations and any special technical data desired by a foreign government.

c. All costs of services performed overseas in support of specific country program, e.g., weapons systems liaison officers, quality assurance teams, and special overseas assignment of personnel for program management and contract administration.

d. Reconciliation of case actions, e.g., billing, deliveries, and status of Military Standard Requisitioning and Issue Procedures (MILSTRIP) documents.

e. Participation in technical assistance teams.

f. Supervisory work performed for a specific case.

g. FMS program-specific or case-specific financial management efforts.

Note: Efforts in paragraphs 1 a (2), 1 d, and 1 g are primarily applicable to FMS cases with program management lines.

Enclosure (3)

30 Sep 98

## GUIDANCE FOR NON-FMS HOURS

1. Examples of tasks or efforts whose associated hours worked do not qualify for reimbursement from either FMS Admin or FMS case funds:

a. U.S. Navy work which is perceived as having a potential impact on FMS customers. This precludes charging to FMS Admin a percentage of work performed on engineering efforts that could eventually benefit several foreign countries.

b. U.S./foreign government cooperative project efforts.

c. Foreign disclosure and technology transfer activities.

d. Efforts to calculate nonrecurring recoupment charges and royalty fees.

e. Hours spent, as a student, in any training that is neither at the DISAM, nor sponsored by AIR-1.4.

f. Categorizing data services for North Atlantic Treaty Organization (NATO)/NATO-member governments.

2. Do not charge Leave Without Pay (LWOP) to either FMS Admin or FMS case funds.

Enclosure (4)

30 Sep 98

## CODES FOR LEAVE HOURS

1. LA - Annual
2. LB - Advanced Annual
3. LC - Court
4. LF - Forced Annual
5. LG - Advanced Sick
6. LH - Holiday
7. LK - Home
8. LM - Military
9. LN - Administrative
10. LR - Annual, Restored #1
11. LQ - Annual, Restored #2
12. LS - Sick
13. LT - Traumatic Injury (COP)
14. LU - 1<sup>st</sup> Hour or day of an On-the-job Injury
15. LV - Excused Absence
16. LX - Nonwork, Paid (Day of Death or Sabbatical)

Enclosure (5)

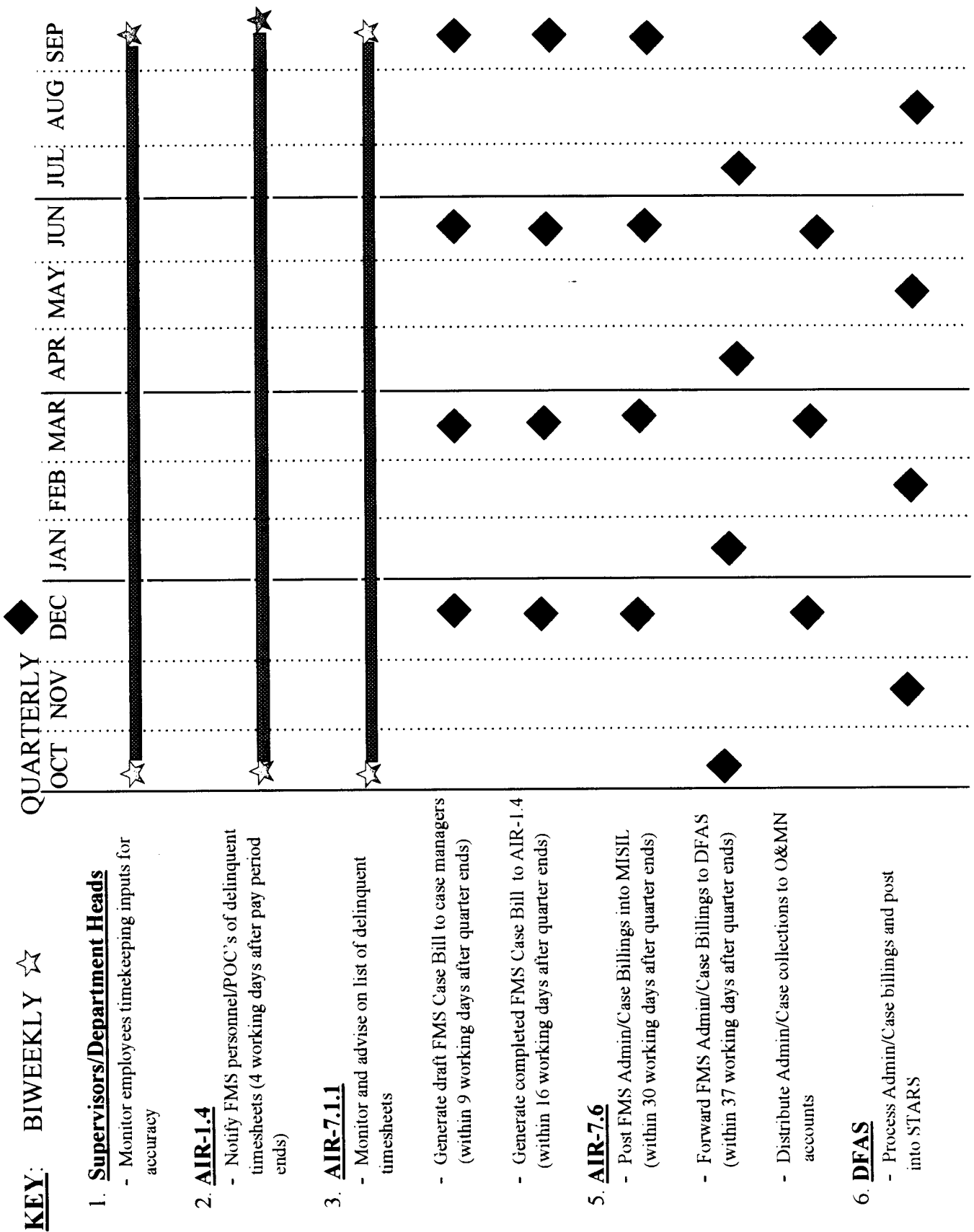
30 Sep 98

## FMS CORE FUNCTIONS DEFINITIONS

1. Pre-Letter of Request (LOR) - Efforts such as engineering and logistics analysis and assessments, configuration determinations, sparing, support equipment availability, training capability, product and technical briefs prior to official LOR.
2. Letter of Offer and Acceptance (LOA) - Same as above; after official LOR.
3. Case Execution - All engineering, logistics, financial, contractual functions after LOA through closure which are not supported from specific case lines. Includes some Case Management Reviews, case reconciliation, and Negative Unliquidated Obligations (NULOs).
4. Case Reconciliation Review (CRR) - CRRs, Financial Management Reviews, and special billing meetings (Major Cases Requiring Intensive Management (MCRIM)).
5. Case Closure - After case reconciliation, actions to forward for closure by Defense Security Assistance Agency (DSAA) and Defense Finance and Accounting Service (DFAS).
6. Excess Defense Articles (EDA) - All EDA related effort. Captures resources spent in support of EDA (Grants and Loans) which generally do not generate FMS Admin dollars.
7. Organizational Support - Policy, audits, timekeeping, training, ADP support, studies and reengineering, DSAMS development, communications, supplies, and accounting.

Enclosure (6)

30 Sep 98

**FMS ADMIN/CASE SALARY BILLING TIMELINE**

Enclosure (7)

30 Sep 98

INSTRUCTIONS FOR COMPLETION OF A NAVAIR FMS TIMESHEET  
(NAVAIR 4920/2 (Jun 98))

Step 1 - The 4D Client must be installed before entering timesheets. Call AIR-7.1.1, at (301) 757-8272 for further information.

Step 2 - Open 4D Client. Enter User Name and Password and enter.

Step 3 - Click "Timesheets" at top on menu bar and then click "Add Timesheet".

Step 4 - Click in "Pay Period Ending" block to retrieve the appropriate date of the timesheet to be entered, highlight date and enter. Click on "SSN" and type in social security number of person to be entered. Click "Enter".

Step 5 - In the first section, a timesheet will appear with personnel information. The telephone number may be modified if necessary. New employees must be entered into the FMS system by AIR-1.4.7 prior to timesheet submission. FMS status information (active/inactive, full-time/part-time, funding) can only be modified by AIR-1.4.7 at (301) 757-6670.

Note: Leave/Holiday hours should be indicated by the number of hours leave taken followed by a letter (i.e., 9A, 5S, 8M. etc.) as defined in enclosure (5).

Step 6 - The second section is to record "Admin" hours and the third section is to record "Case".

Admin - Enter hours Monday through Friday, by core function as appropriate for work performed, (see enclosure (6) for definitions) for two week pay period not-to-exceed nine hours per day. Regular hours cannot exceed 80 hours per pay period. Enter Comp Time earned/used and Case Overtime in appropriate column associated with the proper case.

Case - Enter case designators in #1 thru 10. Click on "Case Help List" for listing of cases, case managers name, etc. Type "all" and then click "OK". Highlight case, double click, and select "Enter" to select case. When finished adding cases to timesheet, click the "Done" button to return to entering hours information. Enter hours Monday thru Friday for two week pay period not-to-exceed nine hours per day. Regular hours cannot exceed 80 hours per pay period. Enter Comp Time earned/used and Case.

Step 7 - Click "Enter" to accept timesheet. Click "File" and then "Quit" to exit.

Enclosure (8)

30 Sep 98

## CHANGE FOR FMS CASE BILL

(Must be completed/authorized by both the case manager adjusting the charges and the case manager authorizing the charges to be moved)

FY/Quarter: \_\_\_\_\_

FMS Case: \_\_\_\_\_

Total Charges: \_\_\_\_\_

Adjustment Amount: \_\_\_\_\_

Case Total after Adjustment: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Case Manager Signature/Date)-----  
Case to be Charged: \_\_\_\_\_

Amount: \_\_\_\_\_

Milstrip / Line of Acctg: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Case Manager Signature/Date)

Enclosure (9)